



Career Service Authority

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Deputy Sheriff

GENERAL STATEMENT OF CLASS DUTIES

Performs entry-level to full performance level protective services work for Denver County by providing for the security, care, custody and safety of Denver County prisoners and the public in detention, medical, court and transportation settings.

DISTINGUISHING CHARACTERISTICS

This classification is the first level in the Deputy Sheriff class series. The series consists of Deputy Sheriff, Deputy Sheriff Sergeant, Deputy Sheriff Captain, Deputy Sheriff Major and Deputy Sheriff Division Chief. This classification is distinguished from the Deputy Sheriff Sergeant class which has first level supervisory duties and responsibilities.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts where explanatory or interpretive information is exchanged, gathered or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

This classification has no supervisory responsibility.

ESSENTIAL DUTIES

Enforces departmental and post orders to ensure prisoner security in detention, medical, court and transportation settings including activities such as conducting inspections for contraband, maintenance and safety hazards; taking charge of work details; observing prisoner health and behavior and controlling movement of prisoners and the public within the facility.

Transports prisoners between detention centers, police stations, courts, feeding areas, medical facilities and other destinations.

Verifies prisoner identity, authority to transport and confirms proposed route of travel.

Processes prisoners for book-in by reviewing inmate charges, court orders and legal status to ensure proper custody and disposition and prepares records for necessary classification and probation.

Inventories and receipts for inmate property and personal clothing and for equipment, supplies, uniforms, keys and weapons.

Computes good time and release dates, informs inmates of means of release and detention policies and verifies satisfaction of all charges.

Prepares and processes work release orders, bonds, census reports and other records and reports.

Investigates fights, theft, accidents and other incidents occurring within the institution by preserving the crime scene, maintaining the chain of evidence and giving Miranda rights and other warnings.

Prepares various legal documents and provides testimony in court.

Requires meeting certification standards and qualifications in the use of firearms and other tactical weapons.

By position, may be assigned to dispatch sheriffs and vehicles and monitor their movement and current location.

By position, may be assigned to search vehicles towed to the car pound and inventory contents.

By position, may be assigned to perform administrative duties, such as performance of in-service and academy training; service of civil process for County and District court; conduct research to develop new policies and procedures or participate on hiring panels or in internal investigations.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty - Displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; chooses an ethical course of action; is trustworthy.

Conscientiousness - Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.

Technical Competence - Knowledge of how to perform one's job. Refers to specialized knowledge that is acquired through formal training or extensive on-the-job experience.

Reading - Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.

Self-Esteem - Believes in own self-worth, maintains a positive view of self and displays a professional image and command presence.

Memory - Recalls information that has been presented previously.

Listening - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Speaking - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.

Writing - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Knowledge of safety hazards, blood borne pathogen regulations and universal safety precautions sufficient to be able to protect oneself and others from possible infection and maintain a safe working environment.

Knowledge of inventory techniques sufficient to be able to maintain asset inventory.

Knowledge of mathematics sufficient to be able to perform a variety of calculations.

Knowledge of the methods of basic first aid sufficient to be able to render assistance until medical personnel arrives.

Skill in basic computer operations.

Skill in using defensive tactics.

Skill in conducting searches of persons and facilities for contraband.

Skill in reacting calmly and effectively in emergency or stressful situations.

Skill in interpreting and applying written guidelines, precedents and work practices to standardized work situations or specific cases.

Skill in establishing and maintaining effective working relationships with other employees, organizations and the public in emergency and other situations.

Skill in communicating clearly and concisely to elicit and/or present explanatory or interpretive information.

Skill in remembering and recalling inmate identity and other facts.

Skill in filling out forms and completing paperwork, maintaining and organizing files, documents and records related to the work assignment utilizing correct grammatical form and clearly expressing ideas.

Physical Demands:

May be required to physically subdue violent prisoners and chase inmates or the public on foot to apprehend them.

Carries lethal and less-than lethal weapons and must qualify in the use of those weapons.

Employs a continuum of force when necessary to maintain order in the course of assigned duties.

Static strength: may be required to wear body armor & carry duty weapons weighing up to 25 lbs.

Lifting: raising or lowering an object of 25 to 50 lbs. from one level to another.

Standing: remaining on one's feet in an upright position

Walking: moving about on foot

Sitting: remaining in the normal seated position

Carrying: transporting an object, usually by hand, arm, or shoulder

Pushing: exerting force upon an object so that the object is away

Pulling: exerting force on an object so that it is moving to the person

Climbing: ascending or descending objects usually with hands/feet

Balancing: maintaining body equilibrium to prevent falling over

Stooping: bending the body by bending spine at the waist

Kneeling: bending legs to come to rest on one or both knees

Crouching: bending body downward and forward by bending legs

Crawling: moving about on hands and knees or hands and feet

Reaching: extending the hand(s) and arm(s) in any direction

Handling: seizing, holding, grasping, or otherwise working with hand(s)

Fingering: picking, pinching, or otherwise working with fingers

Talking: expressing or exchanging ideas by means of spoken words

Hearing: perceiving the nature of sounds by the ear

Repetitive motions: making frequent movements with a part of the body

Eye/hand/foot coordination

Far Acuity: ability to see clearly at 20 feet or more with or without corrective lenses.

Near Acuity - ability to see clearly at 20 inches or less with or without corrective lenses.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Working Environment:

Exposed to infections and contagious diseases

Exposed to the risk of blood borne diseases

Exposed to hazardous anesthetic agents, bodily fluids, and wastes

Exposed to housekeeping/cleaning agents/chemicals

Exposure to offensive inmates or public

Contact with inmates and public under a wide variety of circumstances

Exposed to unpleasant elements (accidents, injuries and illness)

Subject to varying and unpredictable situations

Handles emergency or crisis situations
Exposed to odors in jail facility, inmate or public areas
Subject to many interruptions
Subject to long, irregular hours
Makes home or business contacts
Pressure due to multiple calls and inquiries
Exposed to dangers of assaults/hazards from investigating alarms
Exposed to sufficient noise to cause distraction or possible hearing loss
Exposed to conditions where there is danger to life, body, and/or health
Exposed to hot and cold and adverse weather conditions.

Education Requirement:

High School Diploma or GED Certificate.

Experience Requirement:

None

Education/Experience Equivalency:

None

Licensure and/or Certification:

Applicants must be U S citizens, at least 21 years of age and possess a valid Driver's License at the time of application and for the duration of employment. Applicants must meet the certified physical fitness standards adopted by the Department.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 06/08/2008

REVISED BY: Hameed Pousti

CLASS HISTORY 06/16/05—Updating and eliminating out-dated language and addition of competency statements and minimum qualifications as part of the 2004 Deputy Sheriff Maintenance Study.

06/05/08— Updating the Essential Duties section of the spec by eliminating "By position" language from "requirement to meet certification standards in the use of firearms" and adding other tactical weapons to this essential duty.